Article Tracking System

User Manual

Suffolk County Police Department
Property Recovery Section
30 Yaphank Ave., Yaphank, NY, 11980
(631) 852-6345

Digital Photograph Requirement

You are now required to take digital photographs of:
 - The seller's identification
 - All the property that you are purchasing from that seller.

You are responsible for purchasing or having ready a digital camera or other device capable of taking digital photographs.

You are responsible for uploading those digital photographs to the Article Tracking System.

You are required to keep those digital photographs for <u>seven years</u> as part of your required business records.

This user manual contains instructions and suggested digital camera settings that will assist you with that requirement.

In order to minimize the amount of storage space necessary for those digital photographs, it is suggested that you:

- Set your digital camera to its lowest resolution setting.
- Set the image quality of your digital camera to a mid-level setting.

EXAMPLE

If your digital camera supports different resolutions:

4000 x 3000
3264 x 2448
2272 x 1704
1600 x 1200
640 x 480

You would want to set it to the lowest resolution.

If your digital camera has an image quality setting:

High
Standard
Basic

You would want to set it to a mid-level setting.

Most modern digital cameras have a "macro" setting. That setting makes it much easier to take close up photographs of identification cards, jewelry and other items.

The Macro setting may be in the digital camera menu.
The Macro setting may be a button on the camera.

The Macro setting usually has a symbol like this:

Please consult the user manual that came with your digital camera for the location of this and other settings.

When taking a photograph of the **seller's identification**, make sure that the identification takes up <u>most of the picture space</u>. All of the information on the identification has to be clear, in focus, and easy to read. Take the photograph from straight up, not from an angle.

ACCEPTABLE: Large, clear and in focus.

NOT ACCEPTABLE: Too far away.

NOT ACCEPTABLE: Not in focus.

When taking photographs of the **seller's property**, make sure that the property takes up <u>most of the picture space</u>. The property contained in the photographs has to be clear, in focus, and easy to see.

Any identifying characteristics have to be photographed separately:

- Inscriptions
- Serial numbers
- Names
- Initials
- Damage
- Anything else that can assist in the identification of the property

The first photograph will be an overall photograph of all of the property purchased from the seller. The following photographs will be of each individual item.

EXAMPLE #1

EXAMPLE #2

Remember, all photographs have to be clear and in focus. <u>If they are not, do them again</u>.

ATTENTION

You are responsible for getting the digital photographs from your camera into your computer. There are too many digital camera manufacturers, digital camera models, and too many methods of getting the photographs from your camera to your computer to list them here.

<u>Consult your camera's user manual for instructions on how to accomplish this.</u>

It is suggested that you download your photographs from your camera to a single location on your computer. That will make it much easier for you to find them when you need them.

How to get the digital photographs from your computer into the Article Tracking System will be explained later in this user manual.

Article Tracking System

New Internet Address: http://scpd.suffolkcountyny.gov/pawnsystem/

NOTE: Before you can use the Article Tracking System you must download and install the Google Chrome web browser. A direct link to the Google Chrome web browser can be found at the bottom of the Article Tracking System login screen.

Look for [chrome logo] at the bottom of the Article Tracking System login screen and click on it to download Google Chrome:

Article Tracking System Login Screen

Note: When you go to the Google Chrome website you may be asked for your "Google" password. You do not need a Google password and you do not need to fill in that part of the webpage in order to download Google Chrome.

Logging In   (after installing Google Chrome)

1- Enter the Username given to you by the Police Department.
2- Enter the Password given to you by the Police Department.
3- Click the "Login" button.

NOTE:
Always read the information box when logging in. Special notifications will appear there.

EXAMPLE

You will see this page once you are logged in

Click "Start Article Transaction"

Occasionally, there may be a special message for your store. If there is one you will see it here:

Enter Seller Identification Information

1- Make sure the correct "**ID Type**" is listed.
   a. Is it a driver's license ?
   b. Is it a state issued non-driver ID?   (looks like a driver's license)

2- Use "**Other**" if the ID type is not one of the two above ID types.

3- If "**Other**" is used, type what ID type was given to you in the "**Other ID**" box.

4- Enter identification number in the "**ID #**" box.
   (No spaces, no dashes, just the numbers).

5- Make sure the correct **STATE** is listed.
   If it is not New York, change it to the correct state.

6- Click the "Search" button to continue.

NOTE:
…proper identification shall be government-issued identification documents that depict the person's name, address, and photograph. Social security cards, draft registration cards, voter registration cards and other similar documents shall not be considered sufficient identification…

That means that the identification presented by the seller must have:

- Their name
- Their address
- Their photograph

There are <u>no</u> exceptions for this. You cannot buy from anyone that has identification that does not have those three things on it.

Enter Seller Information

1- **If no information appears in the boxes with the RED arrows, then YOU must fill them in:**
   a. Last name
   b. First name
   c. Middle initial
   d. Date of birth
   e. Address
   f. City
   g. State
   h. Zip code

2- **When you have finished the first section or the first section is already filled in, then fill in:**
   a. Phone number   (If you know this information)
   b. Sex   (listed on seller's identification)
   c. Race   (If you know this information)
   d. Height   (listed on seller's identification)
   e. Weight   (If you know this information)
   f. Hair   (If you know this information)
   g. Eyes   (listed on seller's identification)
   h. Date of sale   (click on calendar date, use arrows at top to change month)
   i. Time   (12**:**30, 12**:**30 PM, 1**:**25, there must be a colon in the box)
   j. Receipt number   (**Merchant book** or **computer generated** must be checked) if you select merchant book then you must put your purchase receipt number in the box.

NOTE:

If the seller information was already filled in by someone else and that seller information does NOT match what you have, you **must** call the Property Recovery Section at 631-852-6345 for assistance.

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The "ID Image" section on the seller information page is new.
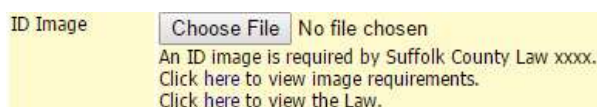

This is where you will upload the photograph that you took of the seller's identification.

Press the "Choose file" button.

That button will open up your computer to a certain location. It may be a different location on different computers. You must navigate to the location on your computer that you have stored the photographs that came from your camera.

When you get to that location on your computer, it MAY look something like this:
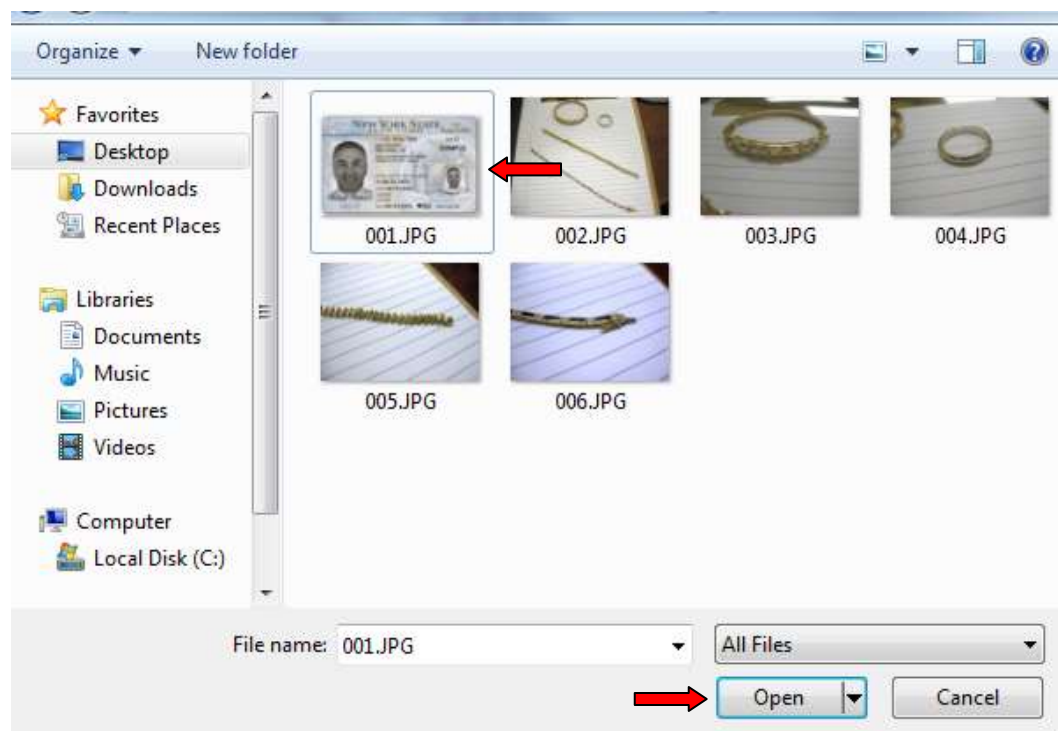
Select the photograph of the seller's identification by clicking it (click once, not a double click). Now click the "Open" button at the bottom.

If you get an error message in **RED** at the bottom of the screen, look at your entries and make sure that you have followed this guide and enterred everything correctly, including the uploading of the seller's identification photograph.

When you are finished uploading the seller's identification photograph, click on the "Continue" button that is located on the lower right side of that page.

Once you have completed that page you will get a page that will look something like this:

If you have a Precious Metals Dealer license you will have two tabs.   (see red arrow)
   1- "Add Metals"
   2- "Cart"

If you have a Second-Hand Dealer License you will have two tabs.   (see red arrow)
   1- "Add Items"
   2- "Cart"

If you have both licenses you will have three tabs.   (see red arrow)
   1- "Add Items"
   2- "Add Metals"
   3- "Cart"

For a precious metals purchase select the "Add Metals" tab.

For a Second-Hand items purchase select the "Add Items" tab.

The "Cart" tab is there so you can see what you have added so far for that purchase.

Add Metals Tab

If you selected the "Add Metals" tab, you will get this screen:

For each item that you purchased you must:

1- Select the correct "category".
2- Type in a full and complete description of the item.
3- Type in any and all inscriptions (names, initials, dates, words, etc.) that are on that item.
4- Type in the amount paid for that item.
5- Upload your photographs of that item.
   a. Select the "Choose Files" button.
   b. Navigate to where your photographs of that item are on your computer.
   c. Select **ALL** of your photographs of that item. Do not select just one of your photographs.
   d. Click on the "Open" button.
6- Click on the "Add Jewelry" button.
7- All boxes with a red asterisk (*)are required entries.

Note:

- When you click on the "Add Jewelry" button, make sure that item was added to the "Cart" tab. The "Cart" tab is next to the "Add Metals" tab.
- You **MUST** add all of your digital photographs of that item at the same time, not one at a time. There are a few ways to do that within Microsoft Windows. If you do not know how to do that, then ask someone who does know how to do it.
- When you add something to the "Cart" your screen clears itself and is now ready for the next precious metal/jewelry item.

When you have clicked on the "Add Jewelry" button for all of the items that you purchased from the seller, click on the "Complete" button on the lower left side of the page.

After clicking on the "Complete" button you will have a screen like this:

Close

System Receipt # 2015 - 157530
Merchant Receipt #

Suffolk County Police Department
SECOND HAND ARTICLE PRECIOUS METAL EXCHANGE TRANSACTION RECORD
PDCS-3369

Seller: TEST-Last name, TEST-First name, **D.O.B.:** 11/19/1951 **Date Sale Entered:** 11/18/2015
Address: 324 smith rd
Address 2:
City: yaphank **State:** NY **Zip:** 11980-
Sex: M **Race:** White **Height:** 5. 8 **Build: Hair:** Brown **Eyes:** Hazel
Date & Time of Sale: 11/18/2015 - 01:36
ID Type: Driver Lic **ID#** 123456789 **State:** NY **Other ID:**

Dealer: Suffolk Police **Employee:** SCPD, Test

TRANSACTION INFORMATION
Metal Type

Category:/Ring **Description:**TEST OF DESCRIPTION **Inscription:**TEST OF INSCRIPTION **Price Paid :**$50.00

Total Sale $50.00

Seller Signature_____   Dealer Signature_____

The Article Tracking System entry for that purchase is complete. You may print this page for your records and/or signature of the seller.

Add Items Tab

If you selected the "Add Items" tab, you will get this screen:

For each item that you purchased you must:

1- Select the correct "category".
2- Fill out all of the boxes that apply to the item that you purchased.
3- Upload your photographs of that item.
   a. Select the "Choose Files" button.
   b. Navigate to where your photographs of that item are on your computer.
   c. Select **ALL** of your photographs of that item. Do not select just one of your photographs.
   d. Click on the "Open" button.
4- Click on the "Add Item" button.
5- All boxes with a red asterisk (*)are required entries.

Note:
- When you click on the "Add Item" button, make sure that item was added to the "Cart" tab. The "Cart" tab is next to the "Add Item" tab.
- You **MUST** add all of your digital photographs of that item at the same time, not one at a time. There are a few ways to do that within Microsoft Windows. If you do not know how to do that, then ask someone who does know how to do it.
- When you add something to the "Cart" your screen clears itself and is now ready for the next item.

When you have clicked on the "Add Jewelry" button for all of the items that you purchased from the seller, click on the "Complete" button on the lower left side of the page.

After clicking on the "Complete" button you will have a screen like this:

Close

System Receipt # 2015 - 157584
Merchant Receipt #

Suffolk County Police Department
SECOND HAND ARTICLE PRECIOUS METAL EXCHANGE TRANSACTION RECORD
PDCS-3369

Seller: TEST-Last name, TEST-First name, **D.O.B.:** 11/19/1951 **Date Sale Entered:** 11/18/2015
Address: 324 smith rd
Address 2:
City: yaphank **State:** NY **Zip:** 11980-
Sex: M **Race:** White **Height:** 5. 8 **Build:** **Hair:** Brown **Eyes:** Hazel
Date & Time of Sale: 11/18/2015 - 02:21
ID Type: Driver Lic **ID#** 123456789 **State:** NY **Other ID:**

Dealer: Suffolk Police **Employee:** SCPD, Test

TRANSACTION INFORMATION

Second Hand Article

Item Type : Hand Tools	**Color :**Brown	**Amount Paid** $12.00
Description :test of description		
Characteristics : Test of Characteristics		

Total Sale $12.00

Seller Signature_____   Dealer Signature_____

The Article Tracking System entry for that purchase is complete. You may print this page for your records and/or signature of the seller.